BARBADOS
REVENUE AUTHORITY

# CARGO MANIFEST

# USER MANUAL

## Consolidators and Carriers Agents

**Prepared by**

**ASYCUDA World Project Unit**

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# 1. INTRODUCTION

One of the mandates of the Barbados Revenue Authority is to serve with efficiency and flexibility whilst embracing new innovations and concepts. In this regard we have launched ASYCUDA World.

The **Cargo Manifest** is the first step in the Customs clearance process and shall be submitted to Customs using ASYCUDA World. The main purpose of the Cargo manifest is to provide necessary information about cargo for transport, commercial and regulatory reasons. It is traditionally used by Customs as a control tool to ensure that all cargo carried onboard a vessel is accounted for, usually by means of individual customs declarations. It also gives the national Customs some advance information on imported cargo in order to plan examination priorities, risk assessment and optimize allocation of resources. ASYCUDA World provides Customs and Traders the means to achieve greater efficiencies towards reducing clearance times and improvement of the business climate of Barbados.

Access to ASYCUDA World is to be granted through an application process. A user or director of an entity applies to the Revenue Commissioner using the prescribed form called "ASYCUDA WORLD USER AUTHORIZATION FORM". The form makes provisions for a principal user (The applicant) and persons who can act on behalf of the applicant. Each commercial type applicant account will be linked to a national tax payer Identification Number, being a Value Added Tax (VAT) or Taxpayer Identification Number (TIN). Thus, each user included on an application will also be linked to the principal tax payer ID. The Barbados Revenue Authority will issue each applicant and its designated user(s) with a login name and initial password to enable access to ASYCUDA World. Once a user has logged in successfully, the system will force a change of password based on a predetermined level of complexity that enhances the strength of the password. Once the password is successfully changed, the user may subsequently change the password at his or her discretion. However, the system will force a change of password every six months or whenever a user request a password change due to a forgotten or compromised password.

Welcome to ASYCUDA WORLD!

## 2. DEFINITIONS

a) The manifest document usually consists of two (2) segments, namely:

   i. the Manifest General Segment
   ii. the Waybill Segment.

b) The term **Waybill** is intended to be generic. It covers a broad range of transport documents such as Airway Bills and Bills of Lading. The waybills can either be House Bills or Master Bills.

c) Bill of Lading (BOL) is a document issued by a carrier which details a shipment of merchandise and gives title of that shipment to a specified party.

d) A **House Bill** represents one consignment and is issued by a forwarder. The goods related to it can be cleared directly by a customs declaration(s).

e) A **Master Bill** refers to a consolidation of goods for transport purpose, of several house bills and it must be deconsolidated before Customs clearance, so that a Customs declaration relates to it.

f) A **first level Bill of Lading** is directly related to the manifest and it can be a House Bill or a Master Bill.

g) A **second level Bill of Lading** can either be a master or a house bill created by the degroupage of a master and is linked directly to a first level Master Waybill.

h) **Splitting BOL** This divides a house bill in multiple lines for different types of packages or goods. It is different than a deconsolidation.

Table of Symbols:

| SYMBOL | DESCRIPTION |
|---|---|
| | "**Verify the document**": To check all document fields for coherence and syntax. |
| | **"Store"**: To Store the working document on the ASYCUDA World server. |
| 1 2 | 1- "**Import from AW XML file":** Import an ASYCUDA World XML file from local storage (Hard Drive, USB, CD/DVD, Network)<br><br>2- "**Export to AW XML file"**; Create and save an XML file with data entered on the working document. |
| | **"Finder"**: Search for documents in ASYCUDA World database. |
| | "**Help**": Provides the user with an online help. |
| | "**Save changes**": Save changes made to a document that was retrieved from the server. |
| | "**Register**" : Register a stored manifest |
| | "**Check totals**"/"**Check XML Content**": Compare totals on manifest general segment with sum of all level 1 bills of lading. |

| | |
|---|---|
| | When used on XML integration, the XML file content will be verified for structure and content. |
| | "Add Bol": Add new waybill whilst preparing the manifest |
| | "**Add a new container**": During manual capture, used to add a container to the container table on the bill of lading. |
| | "**Print**": Print a document or report as PDF. All document are printed to PDF and the user may send it to a printer of choice. |
| | |
| | |

# 3. CREATING A MANIFEST

Kindly refer to the Manifest field guide (Appendix I) before proceeding to create a Manifest in ASYCUDA World. Also note that the mandatory fields will appear red if not completed or the data entered is incorrect.

a) There are two options available to users to capture a manifest:

i. **Manual capture** is where you manually key in the data and is normally used by small carriers.

ii. **XML Integration** is where an XML file from the carriers system is uploaded into ASYCUDA World. It is recommended for large carriers.

**Manual Capture**

**Step 1 Accessing the General Segment via Document Library**

Upon receipt of the principal manifest the user will input the data into ASYCUDA World. The manifest creation starts with the **General Segment**. To access the General Segment by navigating the Document Library using this path:

**ASYCUDA → Cargo Manifest → Data Management → Manual Capture → General Segment.**

Right click at General Segment and select New as shown in Figure 1 below.

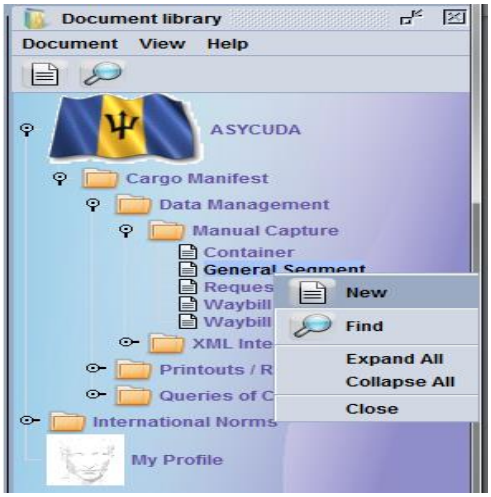



**Figure 1 General Segment**

### Step 2 Completing the General Segment

A General Segment page appears with the Carriers name already inserted as illustrated in Figure 2.

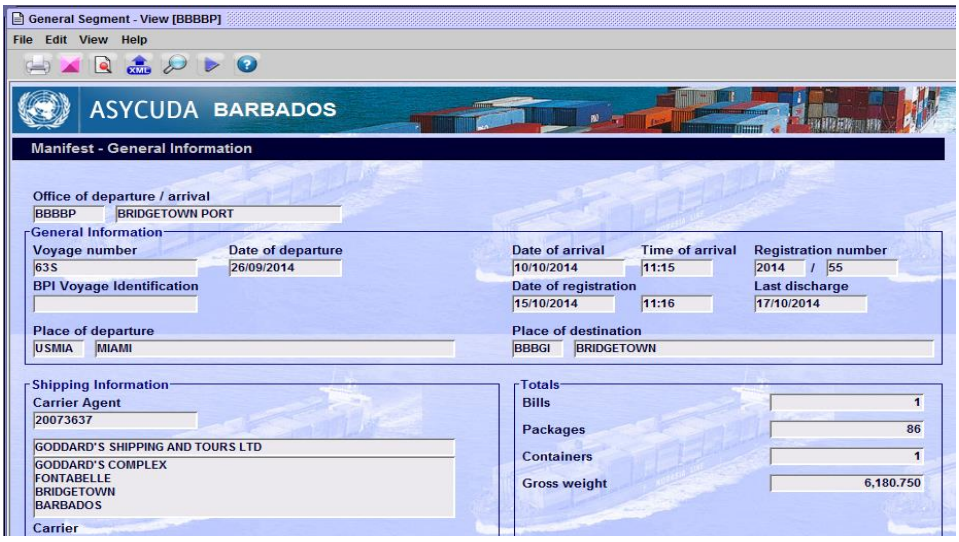



**Figure 2 General Segment page**

Use the Manifest field guide (Appendix I) to insert all necessary data. In some cases reference data is provided from a drop down list or finder (F3 Key).

N.B Mandatory fields will show **red** if it is not filled or the data is incorrect.

ASYCUDA uses the **Office Code, Voyage Number** and **Date of Departure** to uniquely identify the manifest.

### Step 3 Verifying document

Once all information is entered on the manifest, the verify icon may be used to verify the data entered as shown below in Figure 3.

**Figure 3 Verification Icon**

The **Verify command** as shown in Figure 4 allows the system to check the document for errors. If there are errors the system will return a message stating the error(s). Correct the error and again verify using the same icon. Once there are no errors or the errors have been corrected, the system will return a message "Document verified".

**Figure 4 Verified Command Icon**

**Step 4 Storing the document**

After verifying the document, use the Store icon as shown in Figure 5 to store the document.

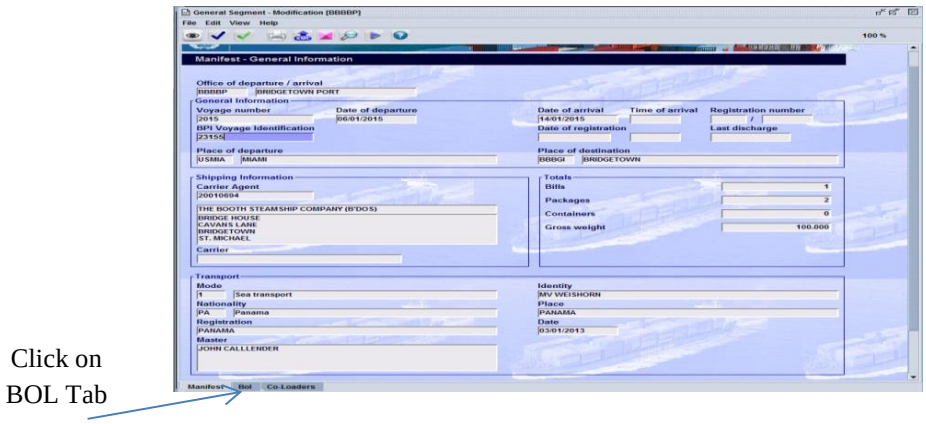
**Figure 5 Store Icon**

The system will return a message "Store is done" as displayed in Figure 6.

**Figure 6 Store Completion**

**Step 5 Adding BOL to the stored manifest**

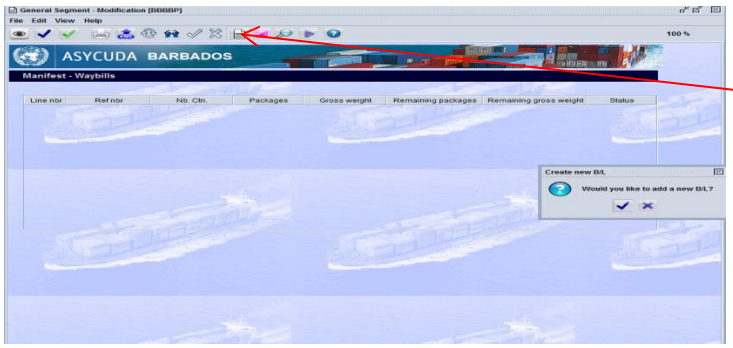
To add a **BOL** click on the green arrow icon. The stored manifest will open as shown below.




Click on BOL Tab

**Figure 7 Accessing a BOL**

Select the **BOL** tab to access the interface as displayed in Figure 8. Complete the information and click the **Add BOL** icon from the menu bar.




Click ADD BOL Icon

**Figure 8 Adding a BOL**

A dialog box will appear asking the user to confirm his/her action. Select the **tick** to confirm.

A waybill page as shown in Figure 9 will appear with the information from the General Segment already inserted. It includes the **Office of Entry, Voyage #,** and **Departure date**. This means that the waybill is linked to the General segment.

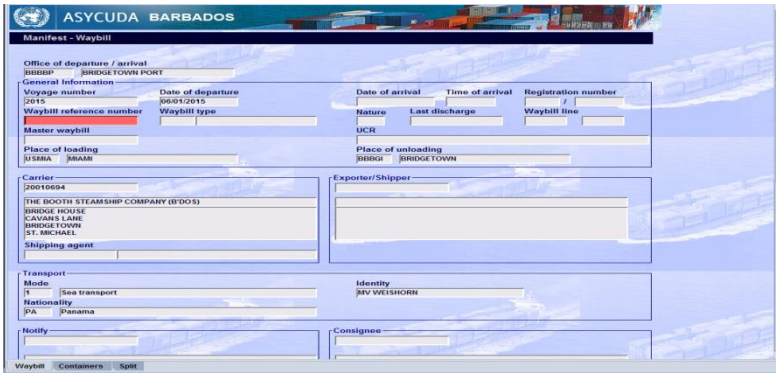



**Figure 9 a Completed Waybill**

Input the relevant information into the other required fields and click the store button. The store confirmation box as shown in Figure 10 appears to signal that the **BOL** store was successful.

**Figure 10 Completion of a Stored Transaction**

Click on the green arrow to continue adding **BOLs** to the manifest or the Blue tick to return to the manifest **BOL** tab.

If the **Blue** tick is selected then you may add additional Waybill as before by clicking the add BOL icon.

## Adding Co-Loaders

A Carrier may allow Non-Vessel Owner Carrier Cargo (NVOCC) or Co-Loaders to place cargo on their vessel. To do so, the carrier must add the Co-Loader(s) to the manifest in order for the Co-Loaders to add their BOL to the manifest. The Carrier should select the "co-loaders" tab at the bottom of the General Segment page of the manifest page and the "co-loaders" interface, as shown in Figure 11 will be displayed.

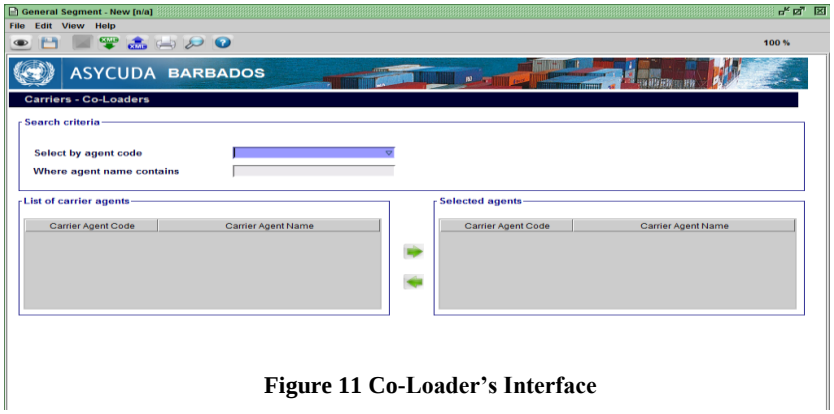



**Figure 11 Co-Loader's Interface**

The Co-Loaders can be selected by Agent Code or from the available list shown in Figure 12.

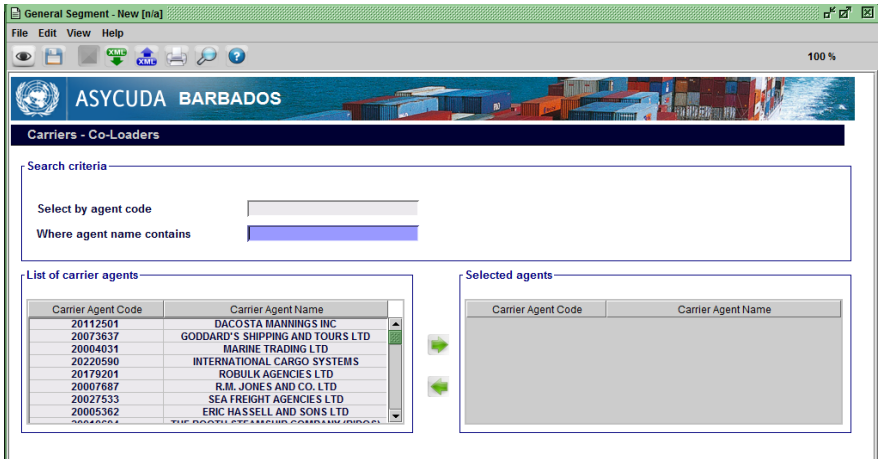



**Figure 12 Carrier Co-Loader Interface**

Select the co-loader(s) from the "List of Carrier Agents" and use the green arrows to add to the "Selected Agents" field. The reverse can be used to subtract Co-Loaders from the "Selected Agents" field as illustrated in Figure 13.

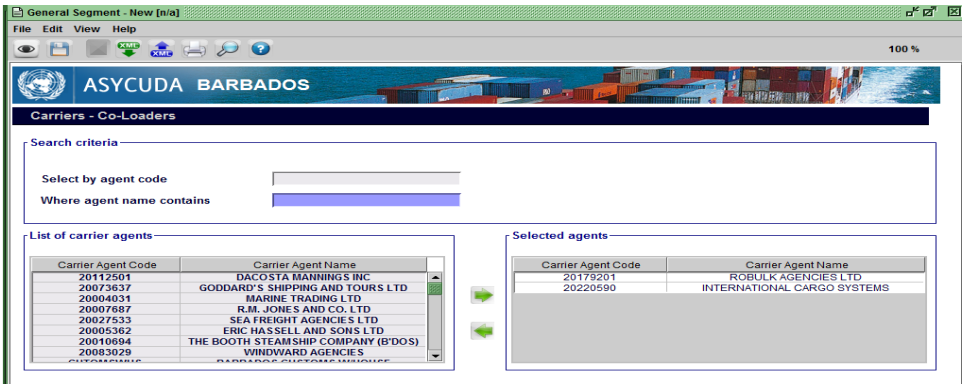



**Figure 13 Adding or Deducting Co-Loaders**

On completion of the transfer use the "Store Icon" to store the transaction.

**N.B The carrier must allow the co-loader(s) to add their B/L before registering the manifest**

## 4. Amending a Stored General Segment

### Step 1 Retrieving General Segment

Use the following Path to retrieve the General Segment**: ASYCUDA**→ **Cargo Manifest** →**Data Management** → **Manual Capture** →**General Segment.**

The Document Library interface as shown in Figure 14 will be displayed**.** Right click on the "General Segment" and select **Find.**

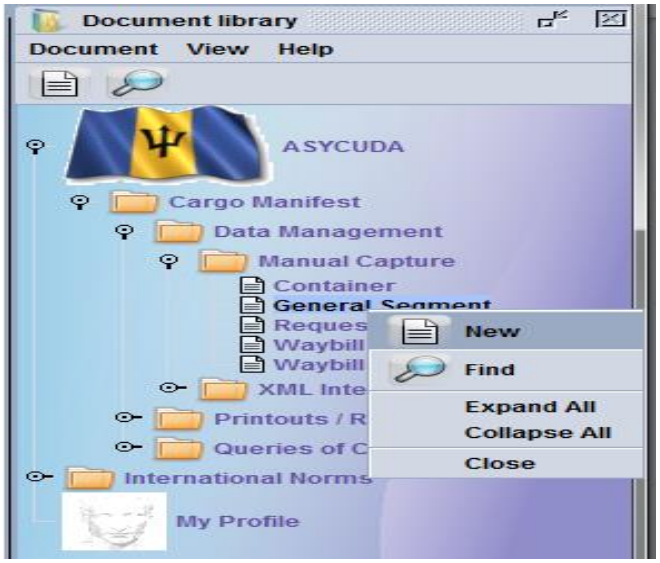



**Figure 14 Document Library displaying the General Segment**

The General Segment finder as shown in Figure 15 will be displayed. Insert the search criteria and select the "Search" icon. Usually, the search criterion for

finding a stored manifest is the **Office code, the Voyage number** and the **Date of departure.**

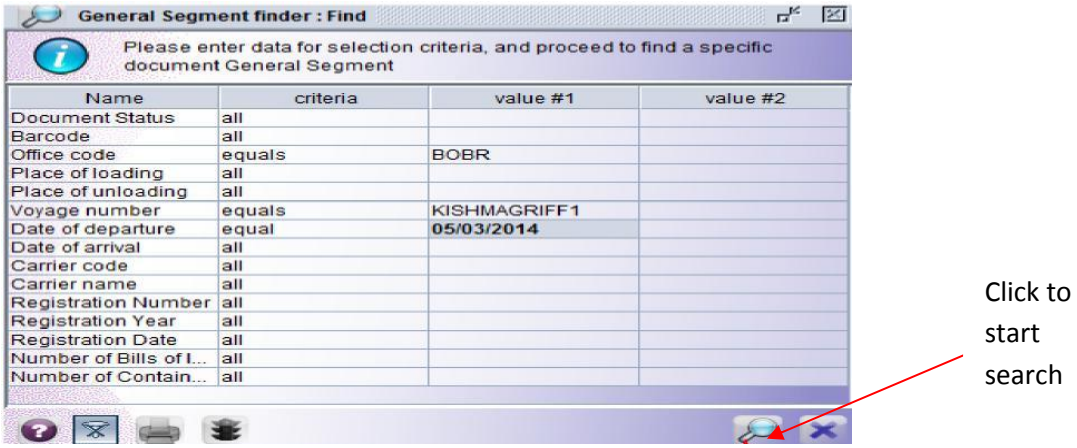

General Segment finder : Find
Please enter data for selection criteria, and proceed to find a specific document General Segment
Name | criteria | value #1 | value #2
Document Status | all
Barcode | all
Office code | equals | BOBR
Place of loading | all
Place of unloading | all
Voyage number | equals | KISHMAGRIFF1
Date of departure | equal | 05/03/2014
Date of arrival | all
Carrier code | all
Carrier name | all
Registration Number | all
Registration Year | all
Registration Date | all
Number of Bills of l... | all
Number of Contain... | all
Click to start search

**Figure 15 General Segment Finder**

### Step 2 Modification Option

The search result will be displayed by the finder as illustrated in Figure 16. **Right click** on the desired manifest and select **Modification**.

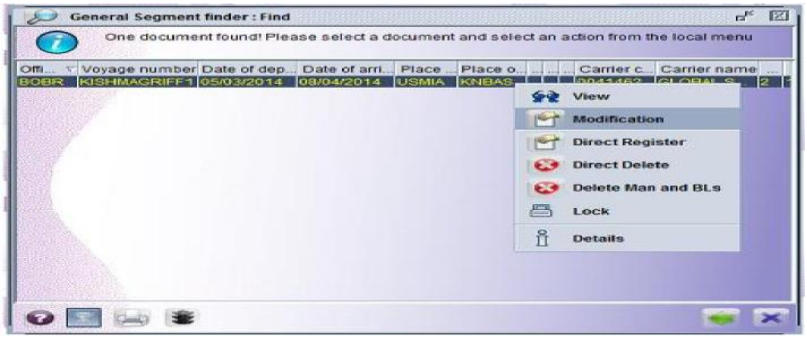

General Segment finder : Find
One document found! Please select a document and select an action from the local menu
Voyage number | Date of dep... | Date of arri... | Place ... | Place o... | Carrier c... | Carrier name
BOBR | KISHMAGRIFF1 | 05/03/2014 | 08/04/2014 | USMIA | KNBAS
View
Modification
Direct Register
Direct Delete
Delete Man and BLs
Lock
Details

**Figure 16 Finder Results**

### Step 3 Modify General Segment

The Manifest General Segment will be displayed and the necessary changes can be made.

### Step 4 Confirm Changes

Select the verify icon and the "Document Verified" option as shown in **Figure 4** will be displayed. The changes should be saved by clicking on the "Save Changes" icon in the toolbar.

## 5. Adding Waybills to a stored General Segment/Manifest

**A Waybill can be added to a manifest in two ways:**

i. The user can follow the process outlined in Section 3.1.5 "**Adding BOL to the stored manifest".**

ii. Select a new waybill using the "Document library" path as shown in Figure 17. **ASYCUDA → Cargo Manifest → Data Management → Manual Capture,** Right click at **Waybill** and select **New**.

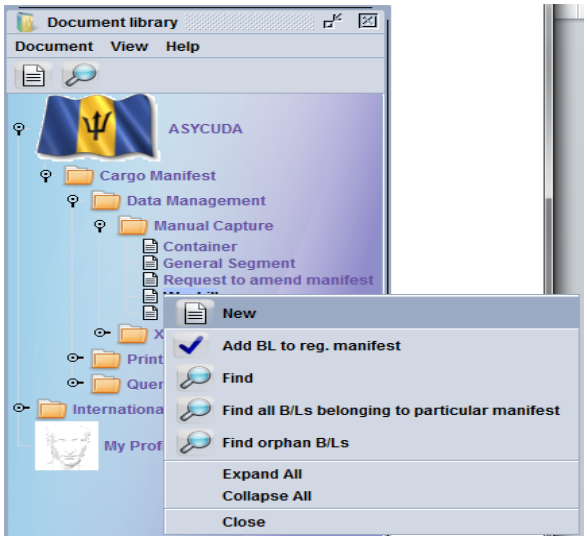



**Figure 17 Access to New Waybill**

A blank waybill page will appear as shown in Figure 18.

**Figure 18 Waybill page**

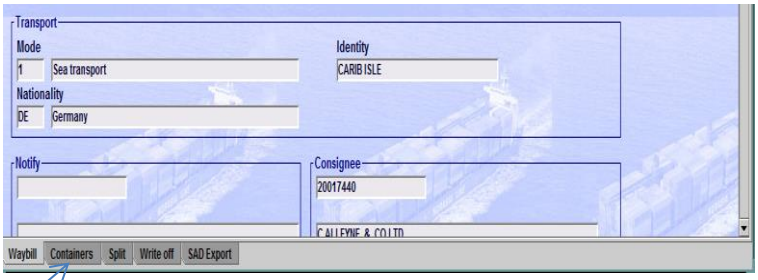
Input the **Office code**, **Voyage Number** and the **Date of Departure** of the manifest. Once completed, the General Segment of the waybill will be automatically populated. Completed the other sections of the waybill and click the "**verify"** and **"store"** icons used to check and store the document.

The process can be repeated to add numerous waybills. The green arrow highlighted in Figure 19 can also be used to repeat the process.

**Figure 19 Arrow to repeat the process of adding Waybills**

## 6. Adding Waybills to a stored General Segment/Manifest

If the arriving cargo is containerized, select the Container tab as shown in Figure 20 to access the container segment.




**Click here** **Figure 20 Container Tab**

The container segment will appear as illustrated in Figure 21. Add the container information and click "**Add a new Container"** icon to register the information in the table.

Click here

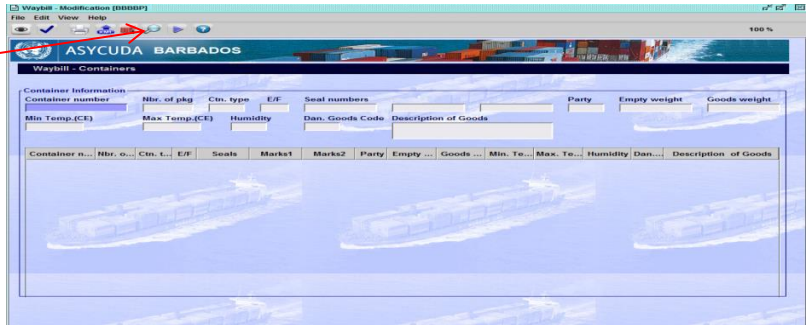



**Figure 21 Container Segment**

# 7. Splitting the Waybill

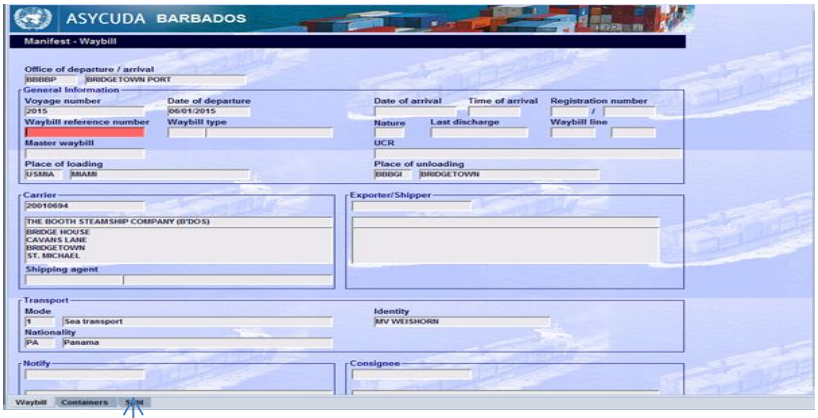



**Figure 21 Waybill Split Icon**

A house waybill may be split into different lines according to package types or commodities. This must not be confused with degroupage where you have many consignees.

**Step 1 Splitting a Waybill**

Select the "Split tab" as shown in Figure 21, input the necessary information and select the "**Add a new line"** icon to save the split in the table below.

**Step 2 Update or Remove Split Options**

Where an error occurs, right click on the respective container entry and choose either the "**Update or Remove"** option from the dropdown menu as desired. Make the necessary corrections and click the update container icon

**Step 3 Verifying and Storing the Split**

Retrieve the waybill to be split by clicking on the selected waybill and select **"split B/L"**.

Select the Split Tab on the bottom of the waybill as shown above.

Enter the split information then select the "**Add a new line"** icon to save the split in the table below. Errors can be corrected by right clicking the saved split and selecting **Update. Use the line icon** **on** the toolbar to save the updated split.

Select the blue tick on the toolbar to save the waybill.

**Step 4 Validating the Split**

The split must be validated so that it can be used in a customs declaration. To validate the split, right click the selected and select "Validate split" as shown in Figure 22.

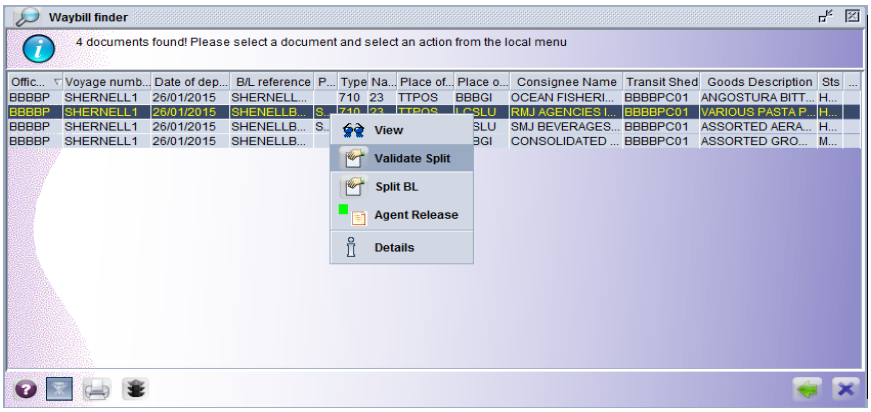



**Figure 22 Validating a Split**

**NB: A MANIFEST MUST BE REGISTERED TO VALIDATE THE SPLITTING OF WAYBILLS**

## 8. Amending a Stored Waybill

A Waybill could be amended in two ways:

i. One way is to access the waybill from the manifest

ii. the other is done by locating the Waybill with the finder.

**Step 1 Accessing the Waybill from the manifest**

On an opened manifest click the **BOL** tab to get the list of bill of lading. Right click on the desired waybill as shown in Figure 23 and select "Modification".

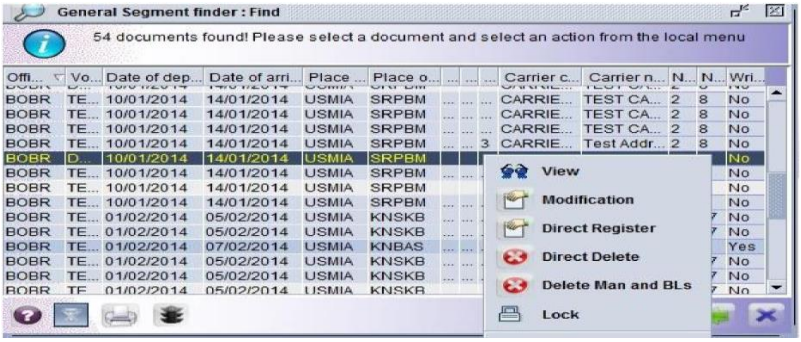



**Figure 23 Accessing the Waybill from the manifest**

**NB**. A **stored** waybill can also be deleted.

**Step 2 Locating the Waybill with the finder**

The user may also select the waybill using the waybill finder. Populate the finder with the appropriate information and click on search. The finder will display the necessary information as displayed in Figure 24. Right click on the desired document and on view.

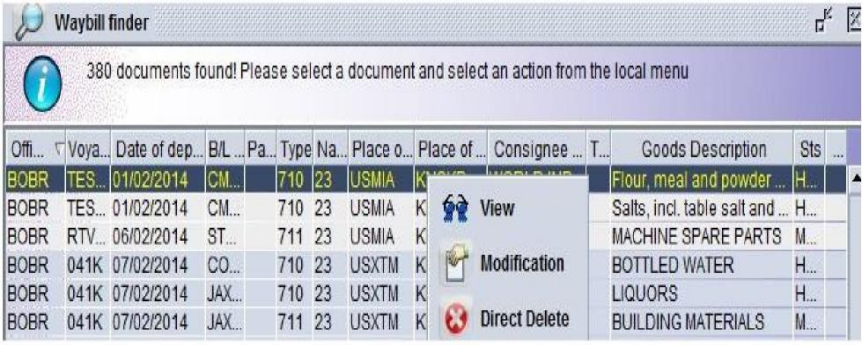

Waybill finder
380 documents found! Please select a document and select an action from the local menu
View
Modification
Direct Delete

**Figure 24 Results of the Waybill Finder**

The waybill opens and allows the user to make the required changes.

**NB the information from the general segment will not be able to change in the waybill.**

Verify and save the changes.

## 9. Registering a Stored Manifest

There are two ways to register a manifest:

i. direct Register
ii. from an opened Manifest

**Step 1 Direct Register**

Access the manifest through the Finder by using the following path:

**ASYCUDA → Cargo Manifest → Data Management → Manual Capture → General Segment.**

Right click **"**General Segment" and select **"Find".** Insert criteria in the finder and select Search. Right click on the desired line of the results and select "Direct Register" as shown in Figure 25. All errors must be addressed to complete the registration process.

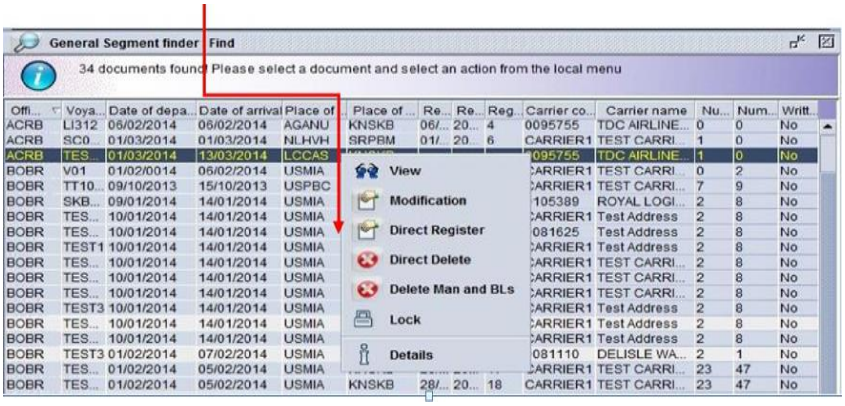



**Figure 25 Direct Register**

A Transaction Completed dialog box as shown in Figure 26 will be displayed at the completion of the process.

**Figure 26 Transaction Completion Box**

**Step 2 Registration from an Opened Manifest**

Select the Register icon from the menu bar on an open manifest. A similar dialog box as shown at Figure 26 will be displayed to indicate the end of the process.

## 10. Amending a Registered Manifest

In order to amend a registered manifest, the user must apply to the Revenue Commissioner using the ASYCUDA World system.

The following path should be used to apply for permission to amend a manifest: **ASYCUDA → Cargo Manifest → Data Management → Manual capture → Request to amend manifest**.

Right click "**Request to amend manifest"** and select "**New"** to make an application as shown in Figure 27.

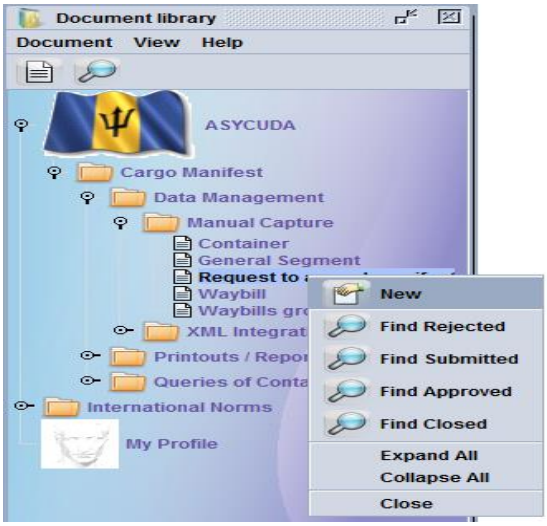



**Figure 27 Request to Amend Manifest**

A dialog box is displayed as shown in Figure 28. Complete the application and submit using the green tick.

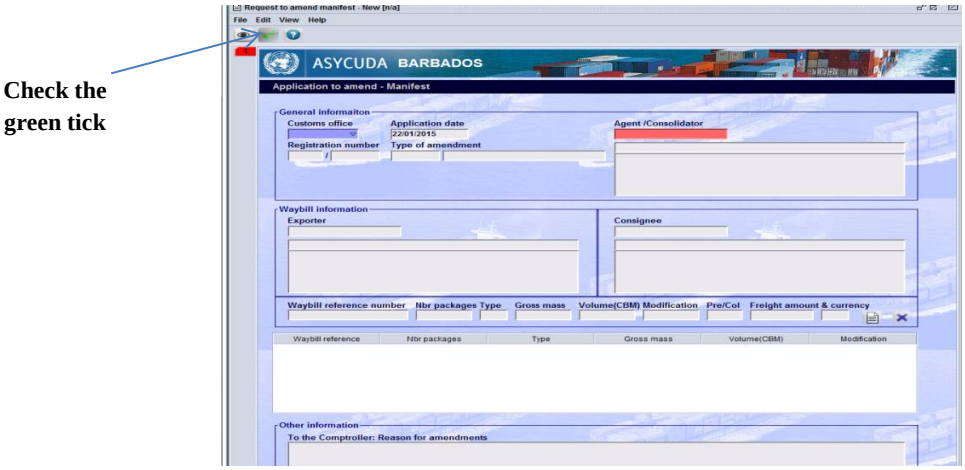



**Figure 28 Request to amend manifest dialog box**

Customs will either approve or reject the application. An approved manifest/bill of lading will be updated automatically except the "**Add BOL amendment"**. In this case, the user must complete the process by right clicking on **Waybill** and selecting "**Add BL to a reg. manifest".**

**The user is advised that a reason must be given for an amendment.**

## 11. Releasing a Waybill

The Agent must release the B/L to permit its usage by the consolidator or broker. Select the B/L by following the path below:

ASYCUDA → Cargo Manifest → Data Management → Manual Capture → Waybill right click and select **"Find"** as demonstrated in Figure 29.

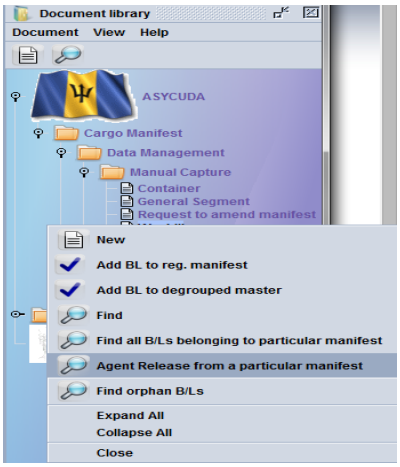



**Figure 29 Accessing the B/L release dialog box**

Enter the relevant search criteria in the Finder and click the search engine. A list of relevant bills of lading will be displayed as illustrated in Figure 30.

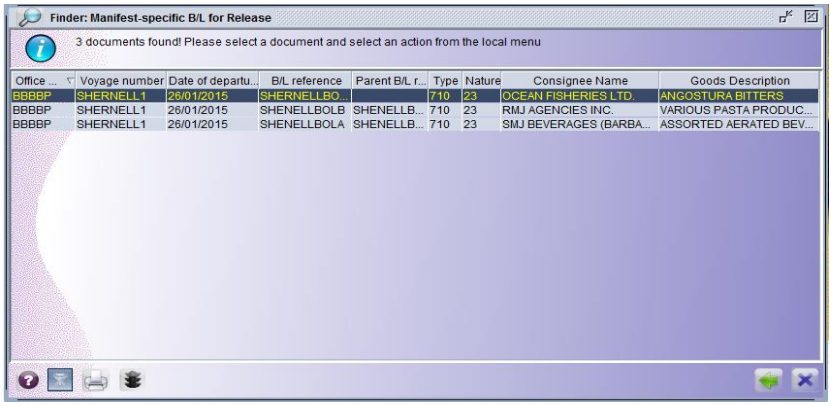

Finder: Manifest-specific B/L for Release
3 documents found! Please select a document and select an action from the local menu
Office ... Voyage number Date of departu... B/L reference Parent B/L r... Type Nature Consignee Name Goods Description
BBBBP SHERNELL1 26/01/2015 SHERNELLBO... 710 23 OCEAN FISHERIES LTD. ANGOSTURA BITTERS
BBBBP SHERNELL1 26/01/2015 SHENELLBOLB SHENELLB... 710 23 RMJ AGENCIES INC. VARIOUS PASTA PRODUC...
BBBBP SHERNELL1 26/01/2015 SHENELLBOLA SHENELLB... 710 23 SMJ BEVERAGES (BARBA... ASSORTED AERATED BEV...

**Figure 30 Search results for B/L**

Right click on desired B/L and indicated in Figure 31 and select "Agent release".

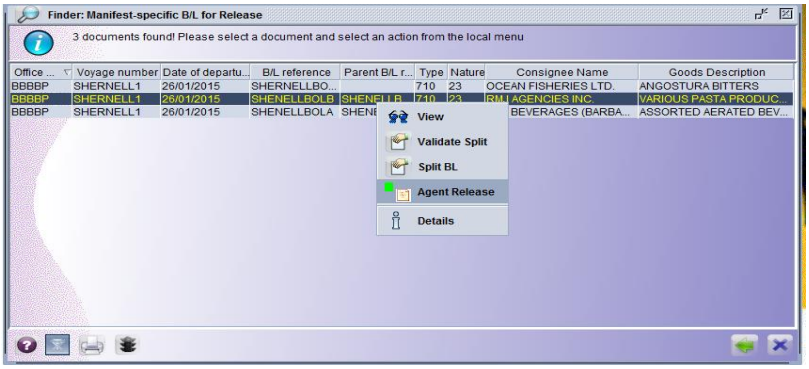

Finder: Manifest-specific B/L for Release
3 documents found! Please select a document and select an action from the local menu
View
Validate Split
Split BL
Agent Release
Details

**Figure 31 Agent Release dialog box**

**NB: Unless the B/L is released by the Agent, the goods cannot be cleared.**

## 12. Degroupage

The degroupage function is accessed using the following path**:**

**ASYCUDA → Cargo Manifest → Data Management → Manual Capture Waybill**

Right click and select New. Complete the waybill dialog box and verify and store the transaction. The dialog box shown in Figure 32 will indicate the completion of the transaction.

**Figure 32 Transaction complete dialog box**

The **GREEN** icon can be used to continue adding bill of ladings to the master B/L.

### Validating a Degroupage

Use the Finder to locate the respective B/Ls. Right click on the desired B/L as indicated in Figure 33 and select validate degroupage.

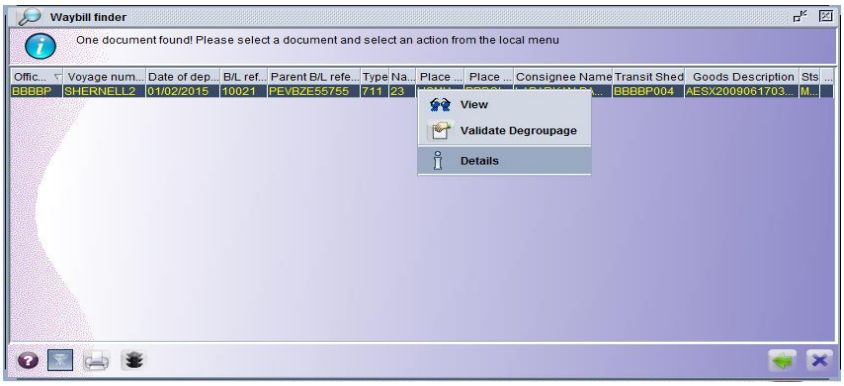



**Figure 33 Validate degroupage dialog box**

NB. All degroupage must be validated before customs clearance. An unreleased waybill cannot be located.

## 13. Fast Cargo Integration

### Full Cargo XML File

The XML Integration option of capturing a manifest allows the user to load or import an xml file that has been generated by the carriers system into ASYCUDA World.

### XML Manifest

**Step 1 Select the Full Cargo Integration (FCI) option**

Navigate the Document Library using the following path:

**ASYCUDA → Cargo Manifest → Data Management → XML Integration**

Right click **"Full cargo"** and select **"Full Cargo Integration"** as shown below in Figure 34.

**Figure 34 Selecting Full Cargo Integration**

The Full cargo integration form opens as displayed in Figure 35.

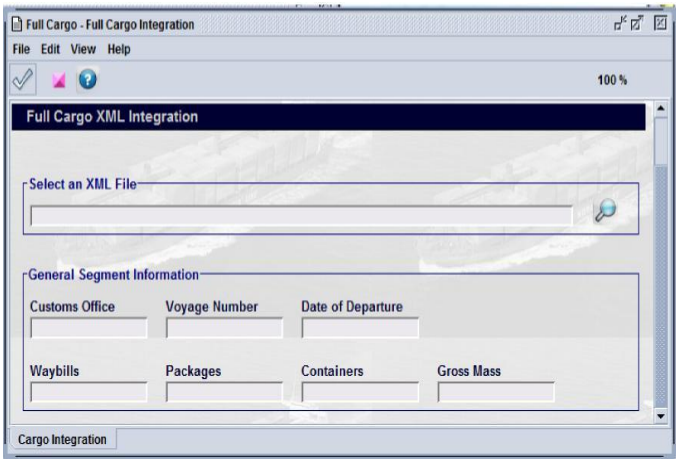



**Figure 35 Full Integration dialog box**

Click the search icon to locate the XML file. A dialog box opens as shown in Figure 36 to permit the search for a file. Click to open the desired file. The file path will be inserted in the Full Cargo Integration page.

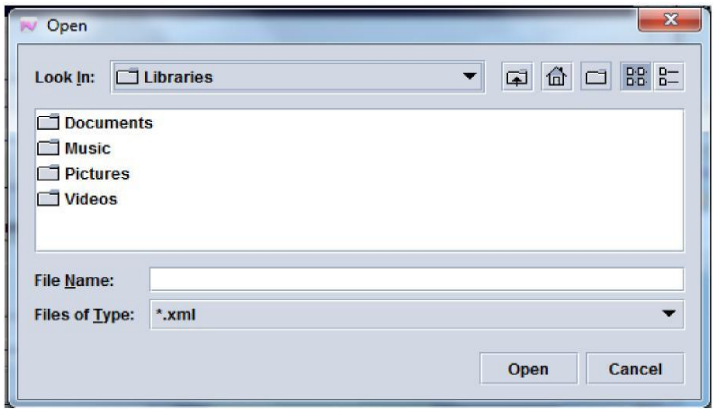



**Figure 36 XML document search dialog box**

## Step 2 Checking XML content

Click the pink icon displayed in Figure 37 to check the XML content. A valid XML file will automatically populate the fields in the dialog box and return a message stating "Check done: xml valid". Where errors occur, a PDF file indicating the errors will be displayed. Address the errors and check XML content again.

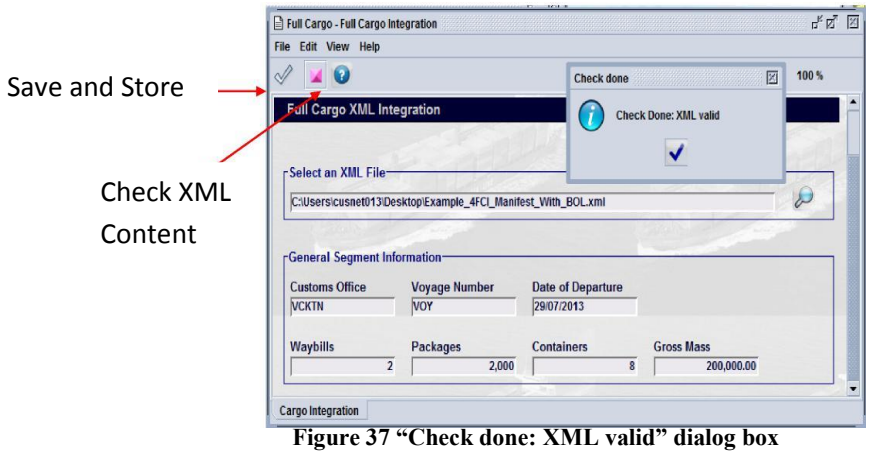



**Figure 37 "Check done: XML valid" dialog box**

**Step 3 Saving and Storing**

Click on "**save**" and "**store**" .

**Step 4 Registering the XML file**

The integrated (stored) manifest must first be retrieved to add any required information that was not available in the XML file. Typical examples of missing information are:

Port BPI number;
Consignee code for master waybills; and
Co-loaders.

The finder should be used to locate and modify the integrated manifest where necessary. The "green check" should be used to register the manifest.

**Step 5 Degroupage XML File**

Navigate the Document Library using the following path:
**ASYCUDA → Cargo Manifest → Data Management → XML Integration**

Right click at **Degroupage** and select "**Degroupage Integration"**. Select the XML file using the steps displayed in Figure 36. Click on the check to store/integrate the XML content as stored bills of lading as shown in Figure 38.

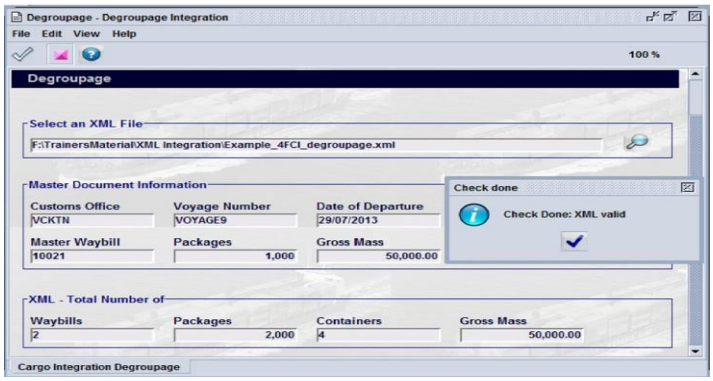



**Figure 38 Storing B/Ls for XML Integration**

## 14. Printing a Manifest and Waybills

**Step 1 Full Cargo Manifest**

Follow this path to generate a printout of the entire manifest:

**ASYCUDA → Cargo Manifest → Printouts/Reports → Printouts → Full Cargo.**

Click and select Print as shown in Figure 39

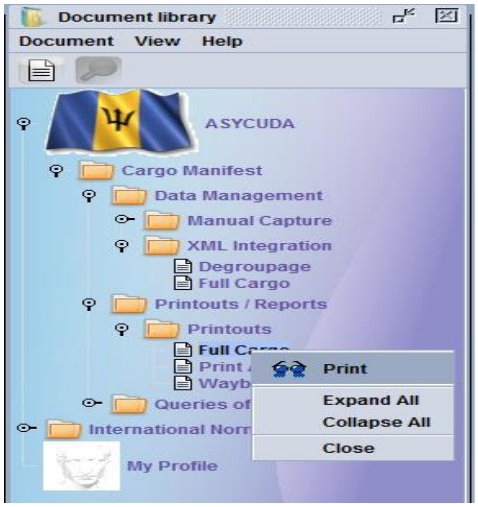



**Figure 39 Access to print dialog box**

Complete the **Office code**, **Voyage number**, and **Date of Departure** as shown in Figure 40 and select print from the menu bar to print a manifest.

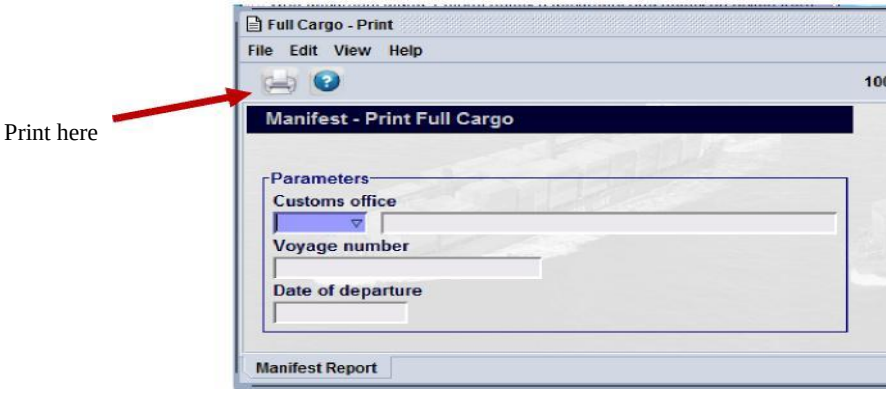



**Figure 40 Full Cargo print dialog box**

## Step 2 Print Waybills

Access the menu using this path: **ASYCUDA → Cargo Manifest → Printouts/Reports → Printouts → Print All Waybills.**
Right click on **"Print All Way Bills"** to print all waybills.

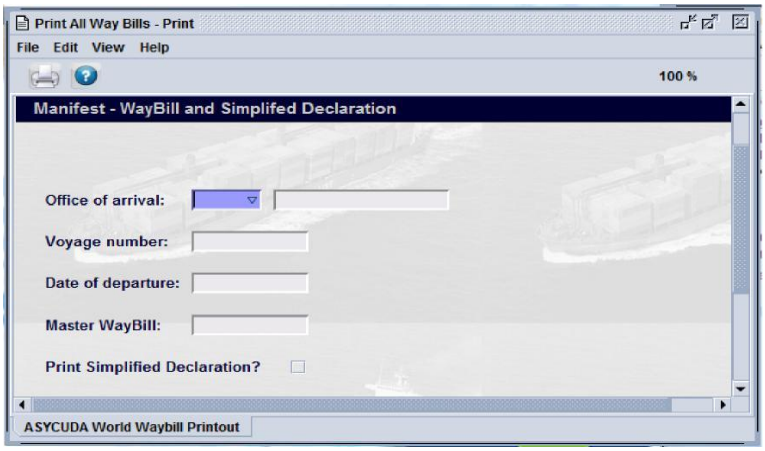



**Figure 41 Print All Way Bills dialog box**

Complete the form shown in Figure 41 by inserting the **Office code, Voyage number** and **Date of departure** of the manifest to be printed. Including a master waybill number will print waybills of the master.

Checking the "**Print Simplified Declaration"** box allows printing of simplified declaration (non-commercial) waybill.

# 14.0 ANNEX 1

ASYCUDA WORLD

**Barbados**
**Simplified Declaration Form**

**To be Used Only For a Maximum of Five (5) Personal Effects and Non Commercial Items**

WARNING: You can be prosecuted for a false declaration and your goods may be liable to forfeiture

| | | | |
|---|---|---|---|
| **Consignee:** | CONSIGNE NAME | | |
| **Customs Office** | BBBBP | | |
| **Man Reg Number:** | 2015/34 | | |
| **WayBill Number:** | PEVBZE55755 | | |
| **No and Type of package:** | 1,000 | Carton | |
| **Gross Mass:** | 100000.0 | **Freight** | 547.0 USD |
| | | **Insurance** | 0.0 USD |

Particulars of declaration by Importer

| Description of Goods | Customs Value EC$ | Tariff No. | Weight (kg) | Supplementary |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**I, the undersigned, CONSIGNE NAME do hereby declare that the above particulars are true and correct.**

Dated this day of 20

Examination Required: YES / NO

Signed:

Importer/Exporter or declarant

For Comptroller of Customs

**For Official Use Only**

| Description of Goods | Customs Value EC$ | Tariff No. | Weight (Kg) | Supplementary |
|---|---|---|---|---|
| | | | | |

## ANNEX 2 Manifest Field Guide

| Barbados ASYCUDA World Manifest Field Guide | | |
|---|---|---|
| DESCRIPTION | ACTION | USE |
| Office code | Mandatory | The code of the Customs Office of departure or arrival |
| **General Information** | | |
| Voyage number | Mandatory | The number given by the ship or aircraft operator allowing for the unique identification of the current journey |
| Date of departure | Mandatory | The date when the ship or aircraft started its voyage or when it leaves |
| Date of arrival | Mandatory | The date when the vessel or aircraft arrives at the place of destination |
| Time of arrival | Optional | The time when the vessel or aircraft arrives at the place of destination |
| Registration number | System | The serial number given to the manifest by the system at registration |
| Date of registration | System | The date and time of registration of the manifest |
| Last discharge | Optional | The date when all the goods of the manifest have been unloaded from the vessel or aircraft |
| Place of departure | Mandatory | The place (LOCODE) where the vessel or aircraft begins it voyage |
| Place of destination | Mandatory | The final place (LOCODE) where the vessel or aircraft arrives to discharge goods |
| **Shipping information** | | |
| Carrier's Agent | Mandatory | The identification of the agent responsible for submitting the manifest on behalf of the carrier. It is a code assigned by the Customs and Excise Department |
| Carrier | Optional | The name of the shipping line or the airline transporting cargo to and |
| | | |
| Bills | Mandatory | The count of all the waybills included on the manifest. |

| | | |
|---|---|---|
| Packages | Mandatory | The count of all the packages included on all waybills |
| Containers | Mandatory | The count of all containers carrying cargo to or from Barbados. If there is no container insert "0". |
| Gross weight | Mandatory | The sum of weight in kg of all the cargo entering or Barbados |
| | | |
| **Transport** | | |
| Mode | Mandatory | Code identifying the mode of transportation. International Standard Codes (ISO) must be used. 1-Sea, 3- Road transport, 4-Air, 5-Postal |
| Identity | Optional | The name of the importing/exporting vessel or aircraft. |
| Nationality Place | Mandatory<br>Optional | The country code where the vessel or aircraft is registered. The port/place where the transport unit is |
| Registration | Optional | The number of the document registering the vessel or aircraft |
| Date | Optional | The date when the vessel/aircraft was registered. |
| Master | Optional | The name of the Master/Commander of the vessel/aircraft. |
| **Tonnage** | | |
| Gross | Optional | Net tonnage plus maximum allotted cargo weight per voyage. |
| Net | Optional | Carrier's base weight. |
| **BILL OF LADING / AIRWAY BILL SEGMENT** | | |
| Office code | Mandatory | The code of the Customs Office of departure or arrival |
| **General Information** | | |
| Voyage Number | Mandatory | The number given by the ship or aircraft operator allowing for the unique identification of the current journey |
| Date of Departure | Mandatory | The date when the ship or aircraft started its voyage or when it leaves the place of departure |
| Date of Arrival | Mandatory | The date when the vessel or aircraft arrives at the place of destination |
| Time of Arrival | Optional | The date when the vessel or aircraft arrives at the place of destination |

| | | |
|---|---|---|
| Year of registration | System | The year of registration |

| | | |
|---|---|---|
| Registration Number | System | Year and serial number given to the manifest at registration. |
| Waybill Number | Mandatory | A number used to uniquely identify each waybill. |
| Waybill Type | Mandatory | The code which identifies the type of transport document issued (e.g. '710'– for Bill of Lading, '711' – for Master Bill of Lading) |
| Nature | Mandatory | The manner in which the goods will be treated. These are indicated by the codes 22 (export), 23 (import), 24 (in transit) and 28, (transshipment). |
| Last Discharge | Optional | The date the vessel last discharged |
| Waybill Line | Mandatory | A sequential number given to each waybill by the carrier |
| Previous Document | Optional | The reference of the Master Bill of Lading or Airway bill when doing a housed degroupage. |
| Unique Cargo Reference (UCR) | Optional | This option is used to link goods arriving on different voyages but on the same B/L |
| Place of Loading | Mandatory | The location or port where the goods were loaded on the ship or aircraft. |
| Place of Unloading | Mandatory | The location or port where the goods will be discharged from the ship or aircraft. |
| **Carrier** | | |
| Carrier | Mandatory | The name of the shipping line or the airline transporting cargo to and from Barbados |
| Shipping Agent | Mandatory | The identification of the agent responsible for submitting the manifest on behalf of the carrier. It is a code assigned by the Customs and Excise Department. |
| **Exporter/Shipper** | | |
| Shipper code | Optional | The Code given by the Customs to a person/business exporting goods from Barbados |
| Name of Exporter (Shipper) | Mandatory | The name of the person/company sending the goods to or from Barbados |
| Address of Shipper | Mandatory | The address of the person sending the goods to or from Barbados. It has four fields to complete this data. |

**Declared Values and Seals Details**

| | | |
|---|---|---|
| **Transport** | | |
| Mode | System | The 'Mode of transport' is the means by which the goods were imported/exported into/outside the country. For example, were the goods brought into the country by air, sea or parcel post? You must use the International Standard Codes (ISO) for means of transport in this field. |
| Nationality | System | The country in which the vessel or aircraft is registered. |
| **Notify** | | |
| **Goods Details**<br>Total containers | Optional | The identification of the person who requires notification upon arrival of goods. |
| Notify Name | Optional | The designation of the person who requires notification upon arrival of the goods. |
| Address of Notification Party | Optional | The address of the person who requires notification upon arrival of goods. |
| **Consignee** | | |
| Consignee Code | Optional | The Code given by the Customs to a person/business importing goods into Barbados. |
| Consignee Name | Mandatory | The name of the person or firm named in a freight contract to whom goods have been shipped or turned over for care in Barbados. This field is mandatory only when the consignee code is left empty. |
| Address of Consignee | Mandatory | The address of the consignee in Barbados. This field is mandatory only when the consignee code field is left empty. |

| | | |
|---|---|---|
| P/C Ind | Mandatory | Freight prepaid /collect indicator |
| 1. Freight Amount<br>2. Currency Code | Optional | 1. The amount to be collected from the consignee of the shipment before delivery.<br>2. The currency code for the amount that is to be collected from the consignee of the shipment before |
| 1. Customs Value<br>2. Currency Code | Optional | 1. The value of the goods declared to Customs.<br>2. The actual currency code in which the importer or exporter intends to declare to customs. |
| 1. Transport Value<br>2. Currency Code | Mandatory | 1. The overall cost of the freight.<br>2. The actual currency in which the overall cost of freight is quoted. |
| 1. Insurance Value<br>2. Currency Code | Optional | 1. The cost of insurance<br>2. The actual currency in which payment for insurance is quoted. |
| Number of seals | Optional | The count of the seal affixed |
| Marks of seal 1 and 2 | Optional | The markings that identifies the seals placed on the packages |
| Sealing Party | Optional | The code used to identify who sealed the packages |
| Additional information 1 and 2 | Optional | Any other relevant information which the carrier or agent deems necessary. |

| | | |
|---|---|---|
| **Onward transport** | | |
| Transit | Prohibited | Automatically filled when waybill is written off by a transit operation |
| Transshipment | Prohibited | Automatically filled when waybill is written off by a transshipment |
| Carrier | Prohibited | Name of the carrier involved in the transit or transshipment operation |
| **CONTAINER SEGMENT** | | |
| Container number | Mandatory | The ISO Alpha-codes for identification of a container. It comprises an Owner/operator code of four (4) letters, a serial number of six (6) numerals, and one last check digit, (e.g. BICU1234565). It complies with the ISO 6346 standard. |
| Nbr. Of pkg | Mandatory | Number of packages |
| Type of Container | Mandatory | The size and type codes in accordance with DIN ISO 6346. The first digit indicates the length of the container. The second digit indicates height and whether or not gooseneck tunnel is present. The fourth digit indicates the container type and the fifth |
| Empty/Full indicator | Mandatory | Describes how much space is occupied by goods inside the container. |
| Seal numbers | Optional | The seal numbers on the seals attached to a locked container. |
| Seal number (Marks) 1, 2 and 3 | Optional | Represents the reference of an affixed seal |
| Sealing Party | Optional | The code used to identify who sealed the container. |
| Empty weight | Optional | Empty weight of the container |
| Goods weight | Optional | Gross weight in Kg of goods |
| Min Temp. (CE) | Optional | Minimum temperature for container. Mandatory for |
| Max Temp. (CE) | Optional | Maximum temperature for container. Mandatory for |
| Humidity | Optional | Humidity level for reefer containers |
| Dan. Goods code | Optional | Dangerous goods code (UNDG) |

| | | |
|---|---|---|
| Description of Goods | Optional | Description of goods. |

| SPLIT | | |
|---|---|---|
| Nbr. of Pkgs | Optional | Number of packages |
| Package code | Optional | Package code |
| Gross weight | Optional | Gross weight of goods |
| Container number | Optional | Container number |
| Marks & Nb. | Optional | Marks for easy recognition of goods |
| Goods description | Optional | Description of goods. |